



Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

Email: building@mountprospect.org

Carnival or Amusement Event Supplement

PERMIT SUBMITTAL REQUIREMENTS

- Building Permit Application (1) – This form must be filled out completely with a submittal that should include a site plan of the event and food vendor information attached. **(With Submittal)**
- State Carnival and Amusement Ride Permit – Copies of State Permit and list of all rides approved for use. **(With Submittal)**
- Proof of Liability Insurance – Copy of the State Requirement fulfilling the minimum amount of insurance for all events. **(Required on site) If the Carnival or Amusement event is held on Village Property, then said insurance shall indemnify and list the Village as an additional insured party.**
- State ride inspection reports – Copies of inspection reports indicating all rides approved for use. **(Required on site)**
- Background and Sex Offender Registry Check – Copies of the completed applications and results for all employees that will be on site. **(Required on site)**
- Non-destructive Test Reports – Copies of all tests and the results. **(Required on site)**
- Please schedule Village inspections at least 48 hours in advance. All rides and attractions are to be fully installed and operational at time of inspection. Allow ample time for inspections to be completed on each ride prior to event opening.**
- Building, Electrical, Fire, and Health Inspection of all tents and services that would include, but may not be limited to, electrical connections, bonding, grounding, marking of cords/devices, trip hazards, egress pathways, ride access from all areas of the event, state inspection stickers for current year of operation affixed properly to all rides, barrier protection, and any obvious safety concerns that may endanger the safety of the event attendees.
- All tents 10' x 10' and smaller may be held in place with water filled drums located at each vertical leg, or may be staked into the ground.
- All tents larger than 10' x 10' shall be staked into the ground or tied to concrete jersey barriers. Jersey barriers shall be paired in a "T" formation, tied together, and located at each vertical leg of the tent structure. Water drums shall not be used on tents larger than 10' x 10' in size.

Note – This checklist provides the applicant with the information necessary for a complete submittal. Omission of any items listed constitutes an incomplete submittal and may result in the denial of the permit or a delayed approval. Additional requirements may be necessary dependent upon the field or specialized conditions.

All contractors must have a current Mount Prospect Contractors license prior to the issuance of a permit